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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY****NPR 3730.1**Effective Date: June  
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Request Notification of Change

 (NASA Only)**Subject: NASA Suitability Program****Responsible Office: Office of Human Capital Management**[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [AppendixA](#) |  
[AppendixB](#) | [ALL](#) |

## Chapter 2. Position Risk and Sensitivity Designations

### 2.1 General

2.1.1 Position Risk Designation is a determination of a position's potential for adverse impact to the efficiency or integrity of the service. A position may be determined to be Low, Moderate, or High Risk.

2.1.2 The Position Sensitivity Designation is assigned based on the need of the incumbent to access National Security Information. A position may be designated at the non-critical sensitive, critical-sensitive, or special-sensitive level.

2.1.3 The Position Risk and Sensitivity Designations together determine the level of background investigation required for the incumbent to hold the position.

2.1.4 No personnel actions associated with recruitment, hiring, or position change shall take place without the appropriate determination of the Position Risk and Sensitivity designation.

2.1.5 If an employee experiences a change to a position with a higher position risk or sensitivity designation level due to promotion, demotion, or reassignment or the risk or sensitivity level of the employee's position is changed to a higher level due to a change or new assignment of duties, a new position risk and sensitivity designation shall be made.

2.1.6 If a NASA employee's duties require any overlap into a higher or lower risk or sensitivity level, the position risk and sensitivity designation and subsequent investigation will be set at the highest level anticipated.

2.1.7 Position Risk and Sensitivity Designations for existing positions may be reevaluated at any time, but, at a minimum, will be reevaluated periodically in association with a review of the position description in accordance with NPR 3511.1, Position Management and Classification.

2.1.8 If an employee is detailed to an unclassified set of duties, the set of duties must be evaluated to determine the associated risk and sensitivity prior to assignment of the duties to the employee.

### 2.2 Responsibilities

### 2.2.1 The Center Human Resources Director shall:

- a. Ensure that the Position Risk and Sensitivity Determination level is correct prior to processing a promotion, demotion, detail, or reassignment action.
- b. Ensure that upon supervisory notification of a change in duties the Position Risk and Sensitivity Designations are correct.
- c. Ensure that new investigations are initiated within 14 days of entry-on-duty or change in position or duties by initiating the investigation or coordinating with the Center Security Office to initiate the investigation.
- d. Ensure that Position Risk and Sensitivity Designations are documented in the electronic Position Description System (ePDS).
- e. Determine, in coordination with supervisors and the Center Protective Services Office, the appropriate Position Risk and Sensitivity Designations for each position.
- f. Initiate a reevaluation of the Position Risk and Sensitivity Designation if the current designation for a position is incorrect.
- g. Ensure any waivers for preappointments in a sensitive national security position are made only for a limited time consistent with National Security Positions.

### 2.2.2 The supervisor shall:

- a. Ensure employees are only assigned tasks that match the Position Risk and Sensitivity Designation of the established position.
- b. Notify Human Resources (HR) when duties of a position change that may require a review of the Position Risk and Sensitivity Designation.
- c. Coordinate with HR and Protective Services, as necessary, to ensure the correct Position Risk and Sensitivity Designations are assigned.

## 2.3 Levels of Position Risk

2.3.1 All positions shall be designated High Risk, Moderate Risk, or Low Risk, as determined by the duties of the position and the position's potential for adverse impact to the integrity and efficiency of NASA. Moderate and High Risk positions are also known as Public Trust positions.

2.3.2 All position risk designations shall be determined using OPM's Position Designation Automated Tool within the NASA ePDS.

2.3.3 High Risk positions are those that have the potential for exceptionally serious impact involving duties especially critical to NASA or a program mission of NASA with a broad scope of policy or program authority.

2.3.4 Moderate Risk positions are those that have the potential for moderate-to-serious impact involving duties of considerable importance to NASA or a program mission of NASA with significant program responsibilities and delivery of customer services to the public.

2.3.5 Low Risk positions involve duties and responsibilities of limited relation to program missions, with the potential for limited impact on the integrity or efficiency of the service. It also refers to those positions that do not fall within the definition of a High or Moderate Risk position. Positions designated at the Low Risk level are not considered Public Trust positions.

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